



State of New Jersey

DEPARTMENT OF EDUCATION

AMENDED NOTICE OF VACANCY

The COMMISSIONER OF EDUCATION invites applications from
qualified candidates for the following:

ISSUE DATE: August 2, 2016

RESUMES MUST BE RECEIVED OR

POSTMARKED NO LATER THAN: September 20, 2016

Applications received after closing date may be considered if
position is not filled.

TITLE: Planning Associate 1 School/Education Programs

REFERENCE #: DOE-046-16

POSITION #: 918893, 908751

BARGAINING UNIT/RANGE: P 26

SALARY: \$64,677.09 - \$92,011.89

LOCATION: Trenton, NJ

HOURS OF WORK: 8:15 a.m. – 4:15 p.m.

DIVISION: Division of Executive Services, Office of School Facilities and Finance

DESCRIPTION

Under limited supervision of higher level staff in the Department of Education, assists in analyzing, developing, and maintaining operating and grants-in-aid budgets for state, federal, and other funding sources; assists in analyzing management systems and financial controls; assists in developing education programming by conducting analyses and evaluation of educational programs, surveys, needs assessments, and program fiscal data related to state and federal formula and discretionary grant applications and allocations; and/or assists in monitoring all financial areas for school districts; performs mandated regulatory functions. Performs functions that assist higher level staff with the effective oversight of financial reporting requirements and fiscal policies implemented by approved private schools for the disabled (APSSD); specific to the position is the provision of assistance to higher level staff responsible for the implementation and maintenance of the school-based data collection systems for budget and audit which are currently under development; assists higher level staff with tasks related to the maintenance of the APSSD Minimum Chart of Accounts; assists higher level staff with the performance of desk reviews of audited financial statements of APSSDs; assists with tasks related to the collection, maintenance and analysis of APSSD fiscal data used in developing, planning and recommending policy to enable the implementation of state and federal laws and regulations; assists with the provision of technical assistance, verbal and written to school auditors, school management and proprietors, and to department staff regarding APSSD fiscal operations; assists with the development of written correspondence related to concerns of interested parties regarding relevant statute and code; assists with the preparation of the Annual Audit Program for APSSDs for use by independent public accountants; does related work as required.

REQUIREMENTS

Education: Graduation from an accredited college or university with a Master's degree in Public Administration, Educational Administration, Business Administration, Accounting, or a related field.

Note: Possession of a valid Certificate as a Certified Public Accountant issued by the New Jersey State Board of Certified Public Accountants may be substituted for the Master's degree.

Experience: Three (3) years of professional experience in school business management/accounting or private sector budgeting, accounting, or auditing. Candidates should be self-directed, highly organized, effective communicators, and possess advanced skills in the use of technology (including database, spreadsheet, and word processing).

OPEN TO THE FOLLOWING

In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the open competitive requirements listed on the job specification on file at the Civil Service Commission. You may access the job specification through the Civil Service Commission's website <http://info.csc.state.nj.us/jobspec/72630.htm>

FORWARD RESUMES TO:

Personnel Director
New Jersey State Department of Education
Reference #: DOE-046-16
PO Box 500
Trenton, NJ 08625-0500
Resumes may be e-mailed to: resume3@doe.state.nj.us

The New Jersey State Department of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, creed, religion, color, national origin/nationality, ancestry, age, sex/gender (including pregnancy), marital status/civil union partnership, familial status, affectional or sexual orientation, gender identity or expression, domestic partnership status, atypical hereditary cellular or blood trait, genetic information, disability, (including perceived disability, physical, mental, and/or intellectual disabilities), or liability for service in the Armed Forces of the United States, and is committed to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.